

Specifically, leave the "Vendor ID" blank on the "Modify Line / Shipping / Accounting" page:

Create Requisition

Modify Line / Shipping / Accounting

Line Information

Note: The information below does not apply to requisition lines. When the 'Apply' button is clicked, the data entered on this page will replace the data on the selected lines.

Vendor ID: Vendor Location:

Buyer: Category:

For Staples Purchases, leave Vendor ID on this page blank.

Shipping Information

Ship To: [Modify Shipping Address](#)

Due Date: Attention:

Accounting Information

Chartfields1 Details Asset Information

Percent	Location	GL Unit	Entry Event	Dept	Fund	Bud Unit	Program	Account	PC Bus Unit
1		17300							

[Load Values From Defaults](#)

Apply Cancel

When agencies select the "Modify Line / Shipping / Accounting" button and enter a Vendor ID on that page, the Vendor Item ID is overwritten with a blank field. When the order is submitted to Staples, they do not have an Item ID to go by so they look for a match on the description and fill the order based on description not item ID.

You may recall that the function of the "Modify Line / Shipping / Accounting" page is to overwrite populated values when needed. Users are not required to input any values on this page unless default (populated) values need to be changed. Users can validate default (populated) values by expanding the Shipping and Accounting section, see screenshot below. You may also edit default (populated) values when this section is expanded. The "Modify Line / Shipping / Accounting" page is good tool for modifying values for several requisition lines at once.

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: 14300 Corporation Commission
Requester: CC00BCM Barry C Metz
Requisition Name:
Card Number:
Expiration Date:
Prior Authorization Type:
*Currency: USD
Priority: Medium
☐ Use Procurement Card

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Copy Paper, LETTER-Size, 92/10	STAPLES CONTRACT & COMMERCIAL INC	2.0000	Carton	33.30000	66.60

☐ Consolidate with other Reqs ☒ Override Suggested Vendor

Shipping Line: 1 Due Date:
Status: Active *Ship To: 143005 [Modify Shipping Address](#)
Attention: Barry C Metz
*Distribute by: Amt SpeedChart:
[Click 'Triangle' to expand Shipping and Chartfield information](#)

Accounting Lines

Line	Status	Dist Type	*Location	Percent	Amount	GL Unit	Entry Event	Dept	Fund	Bud Unit	Program	Account
1	Open		BA14300	100.0000	66.60	14300		143000	2130	2000	02011	537100

☐ Select All / Deselect All

[Add to Favorites](#) [Add to Template\(s\)](#) [Modify Line / Shipping / Accounting](#) [Delete](#)

Total Amount: 81.64 USD